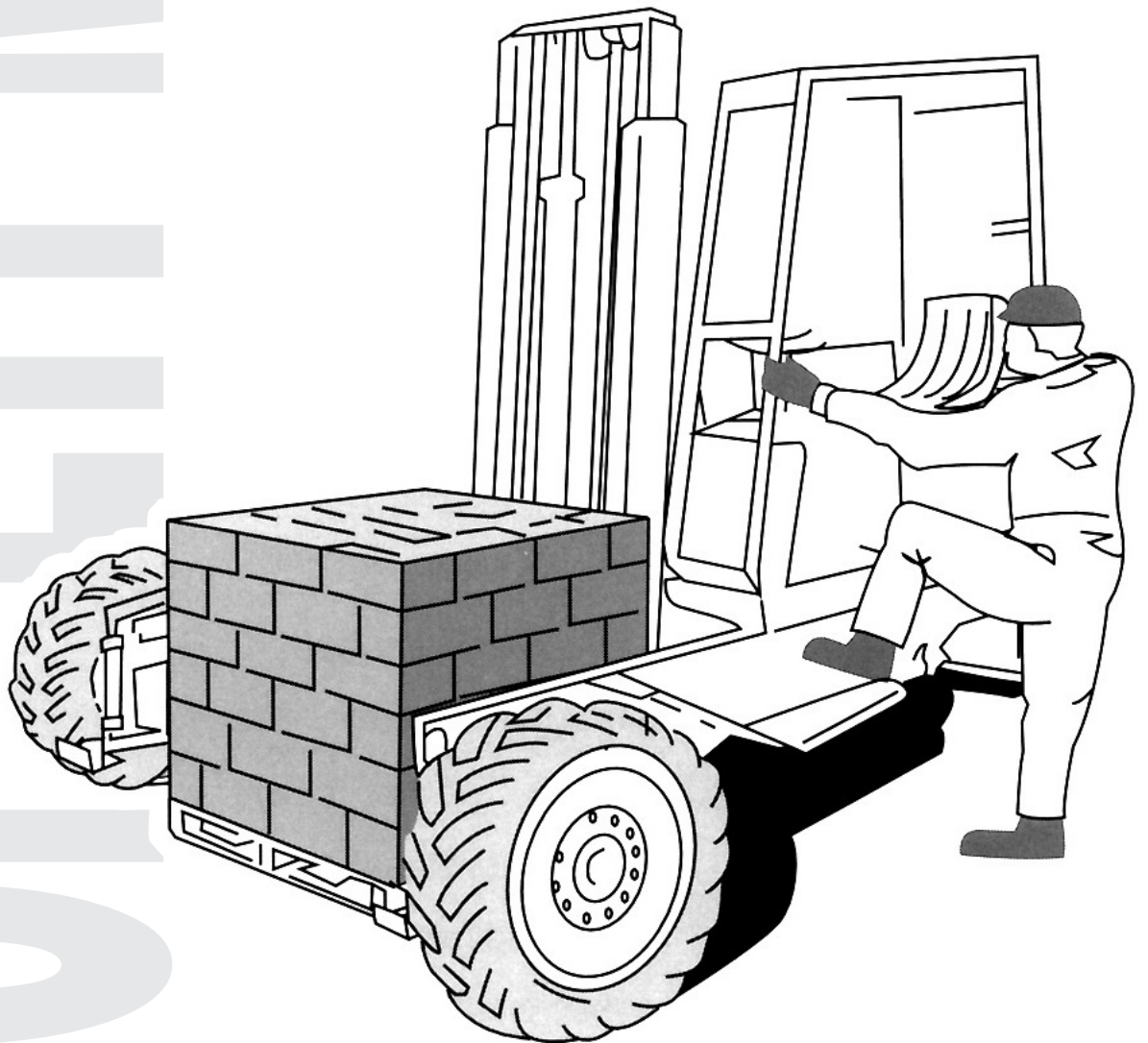


MOFFETT MOUNTY

TRUCK-MOUNTED FORKLIFT BASIC OPERATOR COURSE MANUAL



Training an investment in the future

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HEALTH AND SAFETY AT WORK ACT 1974

The Health and Safety at Work Act (HASAWA), places certain responsibilities and duties on both employers and employees which do have a direct bearing on the use and maintenance of the lift trucks at work, in the training, authorisation to operate, and the supervision of lift truck operators.

The duties of the Employer under Section 2 of the Act include the following:

IT SHALL BE THE DUTY OF THE EMPLOYER TO ENSURE SO FAR AS IS REASONABLY PRACTICABLE

- a. The health, safety and welfare of all employees whilst at work.
- b. The provision and maintenance of plant and systems of work that are safe and without risks to health.
- c. Safety and absence of risk in the use, handling, storage and transporting of articles, goods and substances.
- d. The provision of adequate information, instruction, TRAINING and SUPERVISION.
- e. A safe workplace, working environment, safe access to and egress from the place of work.

THE DUTIES OF EMPLOYEES UNDER SECTION 7 & 8 OF THE HEALTH AND SAFETY AT WORK ARE AS FOLLOWS :

Section 7 HASAWA

- a. To take reasonable care of themselves and of other persons who may be affected by their ACTS or OMISSIONS at work.
- b. To co-operate with their employer and other persons in ALL matters relating to Health and Safety at work.

Section 8 HASAWA

- a. Not to interfere with or recklessly misuse anything provided in the interests of health, safety or welfare.

PLEASE NOTE

Criminal proceedings may be taken against the employer or employee in cases where these duties are breached or not observed.

It should be noted that the training which you receive during your course meets all relevant requirements of the Health and Safety at Work Act. and the HSC Approved Code of Practice.

IT IS THEREFORE THE DUTY OF THE OPERATOR THAT HAVING BEEN TRAINED IT IS ESSENTIAL FOR THEM TO PUT THIS TRAINING INTO PRACTICE AT ALL TIMES AND ONLY OPERATE THE TYPES OF MACHINES WHICH THEY HAVE BEEN TRAINED, TESTED AND CERTIFICATED ON, AND FOR WHICH THEY HAVE WRITTEN AUTHORISATION FROM THEIR EMPLOYER TO OPERATE.

GENERAL SAFETY

When operating you should :

- Know the lifting capacity of your forklift and operate within its limit.
- Know the purpose of all controls and gauges.
- Extend the mast fully before travelling without a load.
- Lower the stabilizers fully before moving the mast fully forward to lift or to set down a load.
- Lower the stabilizers fully before lifting the load.
- Lower the forks to the ground when parking the machine.

READ THE OPERATORS MANUAL BEFORE STARTING THE ENGINE OR TRYING TO OPERATE THE MOFFETT MOUNTY. IF THERE IS SOMETHING IN THE MANUAL THAT YOU DO NOT UNDERSTAND, ASK YOUR SUPERVISOR TO EXPLAIN IT TO YOU.

SITE SAFETY

- Inspect the surface over which you will be operating the lift truck. Always look out for holes, drop-offs, obstacles, rough spots, soft soil or slippery surfaces that could cause you to lose control or reduce the stability of the lift truck.
- Plan your work so that you know where you will make your pick-ups, lifts, turns and deliveries.
- Check overhead clearances especially under electric power and telephone cables.
- Make certain you know how to use the horn and hand signals.
- Wear protective clothing where required.

DAILY MAINTENANCE INSPECTION CHECK SHEET

Operator: _____ **Date:** _____

Action/Description	✓	X
Check for broken, missing or damaged parts	☐	☐
Check the forks, mast and lift chains	☐	☐
Check all hydraulic hoses and connections	☐	☐
Check the wheels for any damage or for missing or loose lug nuts	☐	☐
Check the tyres for cuts, bulges, tread depth and proper inflation pressure (see "Tyre Inflation Chart")	☐	☐
Check the engine oil level. Add oil if required (see section Service Specification, "Engine Oil")	☐	☐
If operating in a dusty or sandy environment;		
a. Clean engine air-filter element and replace if necessary	☐	☐
b. Clean all dust etc., from between radiator fins. Where necessary remove radiator for proper cleaning	☐	☐
Lift the bonnet and check the engine cooling system. Fill to the proper level if necessary. The proper coolant level is just below the radiator cap. Do not remove the radiator cap when the engine is hot. Escaping steam could cause severe burning (see section Service Specification, "Engine Coolant")	☐	☐
Check the fuel level and top up if necessary. Earth the nozzle against the filler neck to prevent sparks	☐	☐
Check hydraulic oil level sight-glass. Oil level must be between the red line (minimum) and the black line (maximum). Top up if necessary (see section Service Specification, "Hydraulic Fluid")	☐	☐

N.B. ALL CHECKS SHOULD BE CARRIED OUT IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS AND WORKPLACE PROCEDURES

INTRODUCTION TO THE MOFFETT MOUNTY

HYDRAULIC CONTROL LEVERS

The lift truck is equipped with the following hydraulic levers which control movement of the mast stabilizers.

Forks - Raise and Lower:

This lever raises and lowers the forks. Forward movement will lower the forks (down). Backward movement will raise the forks (up).

Mast - Extend and Retract:

This lever moves the mast forward and backward. Forward movement of the lever extends the mast forward away from the operator (out). Backward movement of the lever retracts the mast back towards the operator (in). When placing a load, the mast should be extended only when the stabilizers are fully lowered.

Mast Tilt:

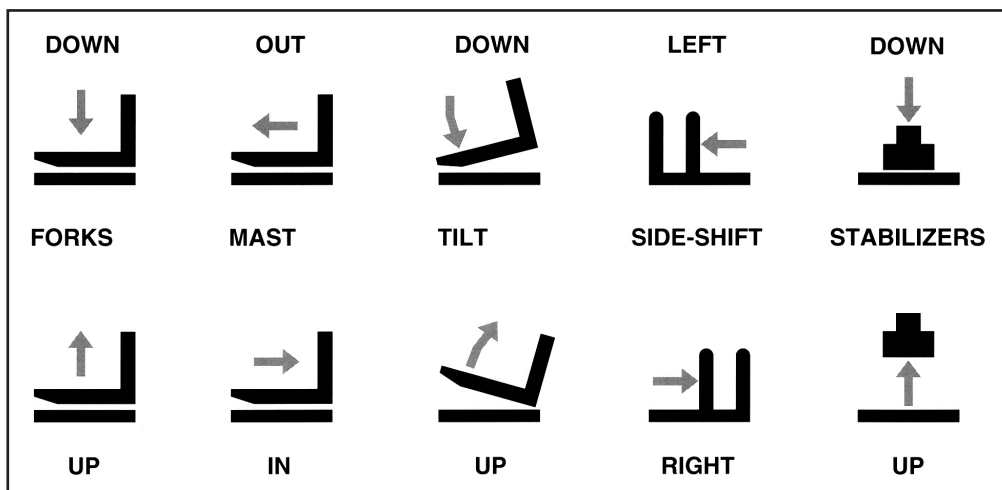
This lever tilts the mast forward and backward. Forward movement of the lever tilts the mast forward (down). Backward movement of the lever tilts the mast reward (up). Loads should normally be transported with the mast tilted back.

Side-Shift:

This lever moves the mast to the left or right. Forward movement of the lever shifts the mast to the left. Backward movement of the lever shifts the mast to the right.

Stabilizers:

This lever raises and lowers the stabilising legs. When placing a load, the stabilizers must always be fully lowered before moving the mast forward. Movement of the lever forward will lower the stabilizers (down). Movement of the lever backward raises the stabilizers (up). When lifting a load, never raise the stabilizers until the mast is fully retracted.

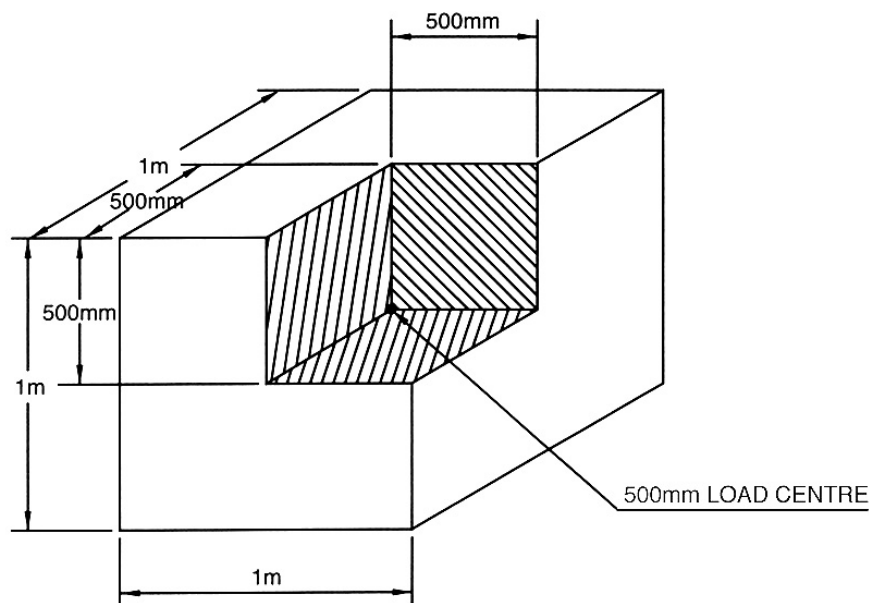


UNDERSTANDING THE RATED CAPACITY OF THE MACHINE

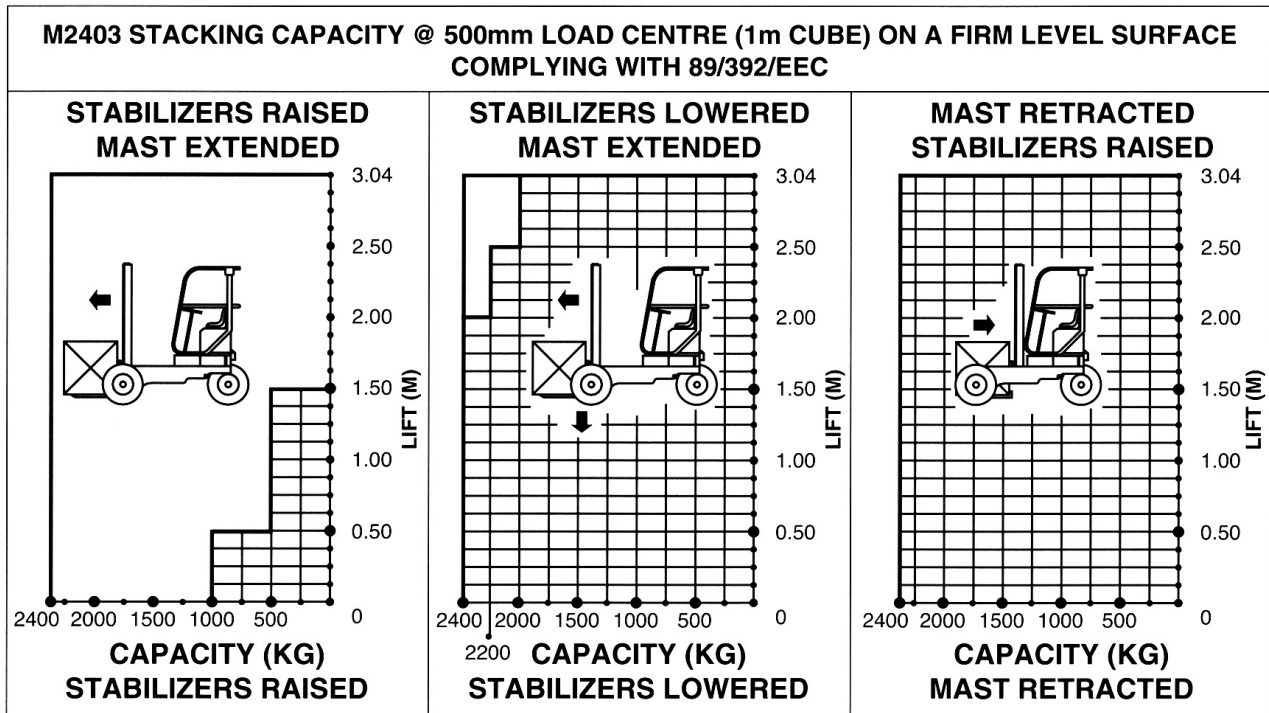
Make the right start - know the load capacities of your forklift. The rated capacity of the machine is the weight that the machine is capable of lifting under safe operating conditions. Remember that type of terrain or ground conditions can reduce the capacity of the machine. The shape of the load will also affect the lift capacity. Inspect the load you intend to lift. Make sure that you know the weight of the load. If the weight is not marked or shown on the load, check the weight of the load with your supervisor or have it weighed. If it is too heavy, split the load and restack it.

Remember that if the attachments are used other than the standard pallet forks which are normally furnished with the lift truck, such attachments will reduce the lifting capacity and affect the machine's other handling characteristics.

To rate the lift capacity of the forklifts manufacturers have standardised on a certain size of load. The rated capacity is based on a cube measuring 1M in all three dimensions with the centre of gravity in the centre of this cube. This is known as a 500 mm load centre. If the dimensions of the load increase or the position of the gravity or load moves forward or upwards, the lifting capacity of the machine will be reduced.



UNDERSTANDING THE RATED CAPACITY OF THE MACHINE CONTINUED...



Consult the load chart which is located in the operators part of the machine. Study it carefully and make sure you understand it before attempting to operate. Remember that the weight to be lifted must not exceed the rated capacity of your machine.

The load capacity chart relating to your particular model gives details of what your machine can lift with a 500 mm load centre under the following conditions;

- 1) Stabilizers raised and mast fully extended forward.
- 2) Stabilizers lowered and mast fully extended forward.
- 3) Stabilizers raised and mast fully retracted backward.

NOTE :

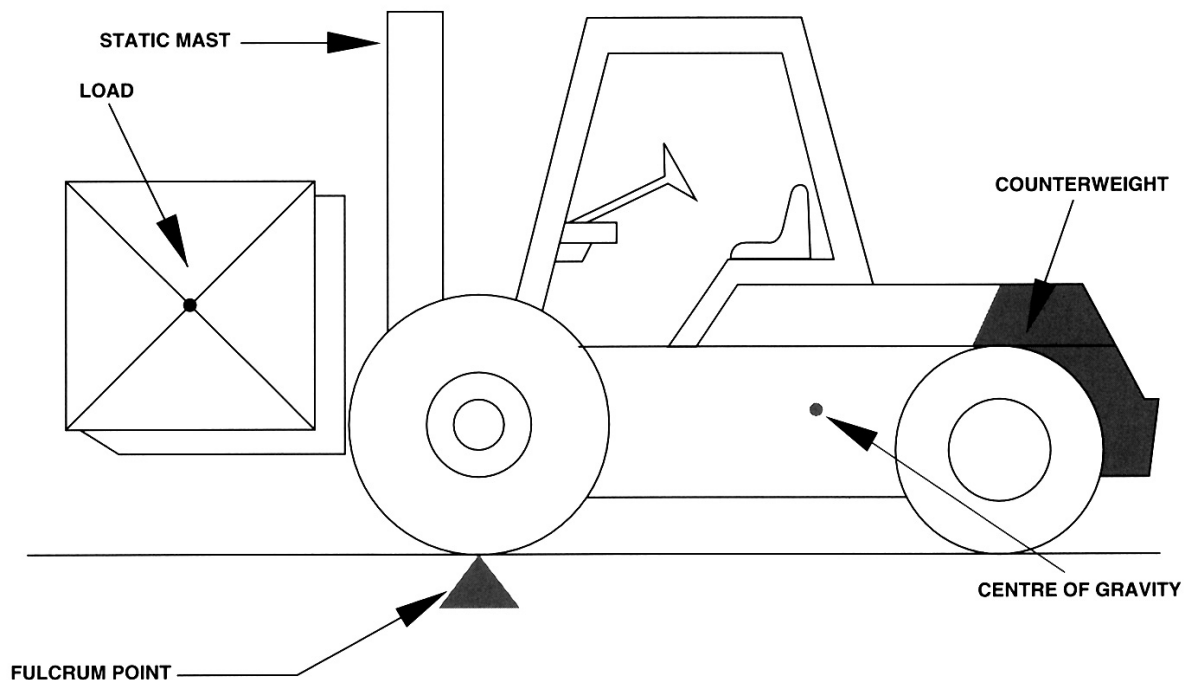
1. The load capacity may vary depending on attachments used. Consult the load chart on your machine for actual rated capacity.
2. Different models have different load capacities. Refer to the load capacity chart on your machine.

COMPARISON BETWEEN A CONVENTIONAL FORKLIFT AND A TRUCK - MOUNTED FORKLIFT

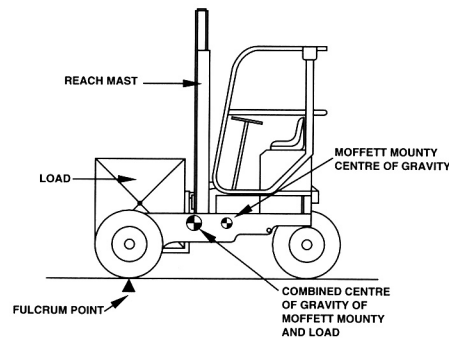
CONVENTIONAL FORKLIFT

A conventional forklift is designed to lift and carry the load in front of the wheels. The load remains in this position during transit. This conventional forklift is able to lift the load in this position because it has a large rear-mounted counterweight to counterbalance the load. A conventional forklift is known as a counterbalanced forklift.

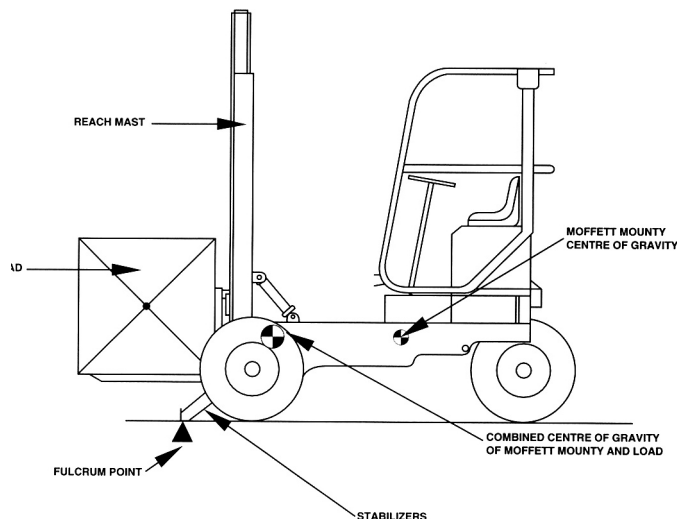
With a conventional counterbalanced forklift, the position of the load remains stationary relative to the front wheels. The mast does not move forward and backward as in the case with a Moffett Mounty forklift. The front wheels of a conventional counterbalanced forklift are the point of pivot known as the fulcrum point. If the load exceeds the rated capacity of the forklift, the weight of the load will overcome the counterbalance effect and cause the load and the forklift to tip forward.



MOFFETT MOUNTY TRUCK - MOUNTED LIFT TRUCK



An important feature of the Moffett Mounty lift truck is that it is light enough to be transported on the rear of a truck or trailer. Unlike a conventional forklift, it does not have a rear-mounted counterweight. The Moffett Mounty has a reach mast and hydraulic stabilizers. With the stabilizers fully raised the fulcrum point is at the front wheel.



When the stabilizers are fully lowered, the fulcrum point moves forward to the point of contact between the stabilizers and the ground. This increases the counterbalance effect and enables the Moffett Mounty lift truck to lift the rated capacity with the mast in the forward position and without the need for a large counterweight. When placing a load, the stabilizers must always be fully lowered before the mast is extended. When lifting a load, the stabilizers should be fully lowered and raised only after the mast is retracted fully. When carrying a load, the mast should always be retracted fully.

WHEN OPERATING MOFFETT MOUNTY LIFT TRUCK

With a load :

- Keep the mast fully retracted when travelling.
- Lower stabilizers fully, before extending the mast to place a load.
- When lifting a load keep the stabilizers fully retracted.
- Keep the load as low as possible.

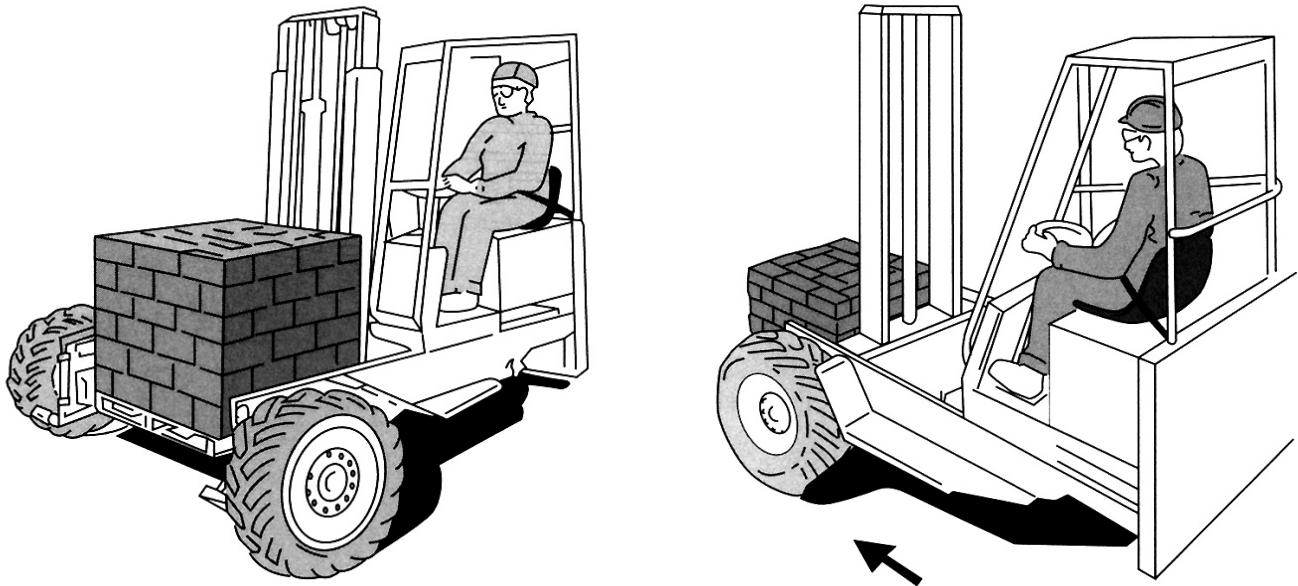
Without a load :

- Extend the mast fully forward.
- Keep the forks as low as possible.

LIFTING AND PLACING LOADS

CUBED LOADS

A cubed load is one which fits between the front wheels and the frame of the machine. To achieve maximum machine and load stability, the load should be carried in this position and kept as low as possible at all times. Examples of common types of cubed load are bricks, blocks, bagged goods or turf grass.



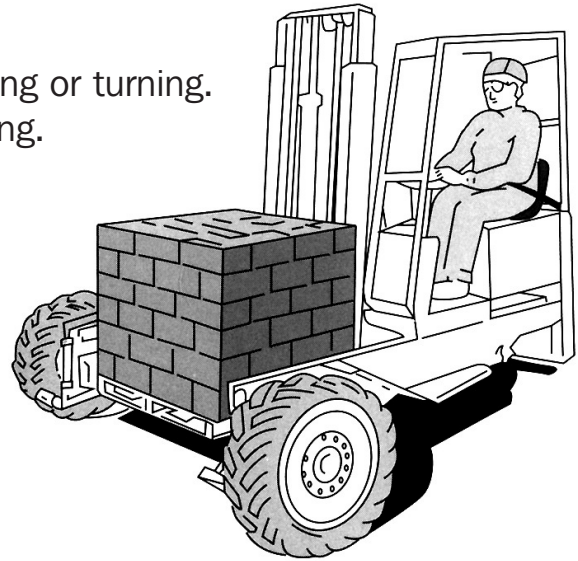
LIFTING A CUBED LOAD FROM GROUND LEVEL

- Make sure the load to be lifted is stable and secure.
- Check the weight and load centre of the load to be lifted. If the weight is not marked or shown on the load, check the weight of the load with your supervisor or have it weighed. If it is too heavy, split the load and restack it.
- Adjust the forks to suit the load.
- Align the forks with the centre of the load.
- Approach the load squarely and drive it until the forks are fully engaged.
- Check that the surface is strong enough to support the stabilizers.
- Lower the stabilizers fully.
- Tilt the mast slightly rearward to secure the load.
- Raise the forks to lift the load.
- Side-Shift the mast to the centre position.
- Retract the mast fully.
- Raise the stabilizers fully.
- Slowly drive away looking in the direction of travel.

LIFTING AND PLACING LOADS CONTINUED...

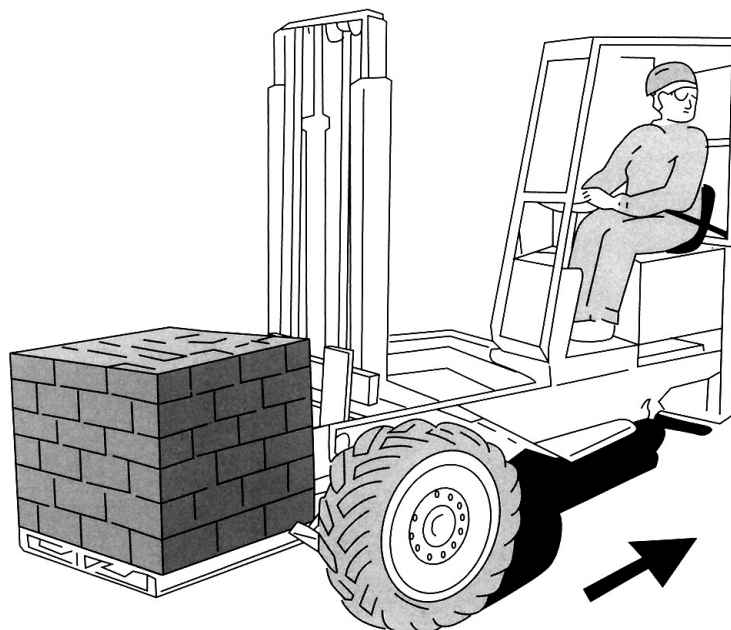
TRAVELLING WITH A CUBED LOAD

- Carry the load as low as possible within the frame of the machine.
- Keep the mast fully retracted.
- Tilt the mast back.
- Do not side - shift the load while travelling or turning.
- Exercise caution when starting or stopping.
- Always look in the direction of travel.



PLACING A CUBED LOAD AT LEVEL GROUND

- Check the area and be certain that the load can be safely placed.
- Approach the placement area squarely.
- Check that the surface is strong enough to support the stabilizers.
- Lower the stabilizers fully.
- Extend the mast fully.
- Lower the forks to the ground.
- Tilt the mast forward slightly to deposit the load.
- Raise the stabilizers fully.
- Back up carefully
- Drive away slowly looking in the direction of travel, keeping the mast fully extended.

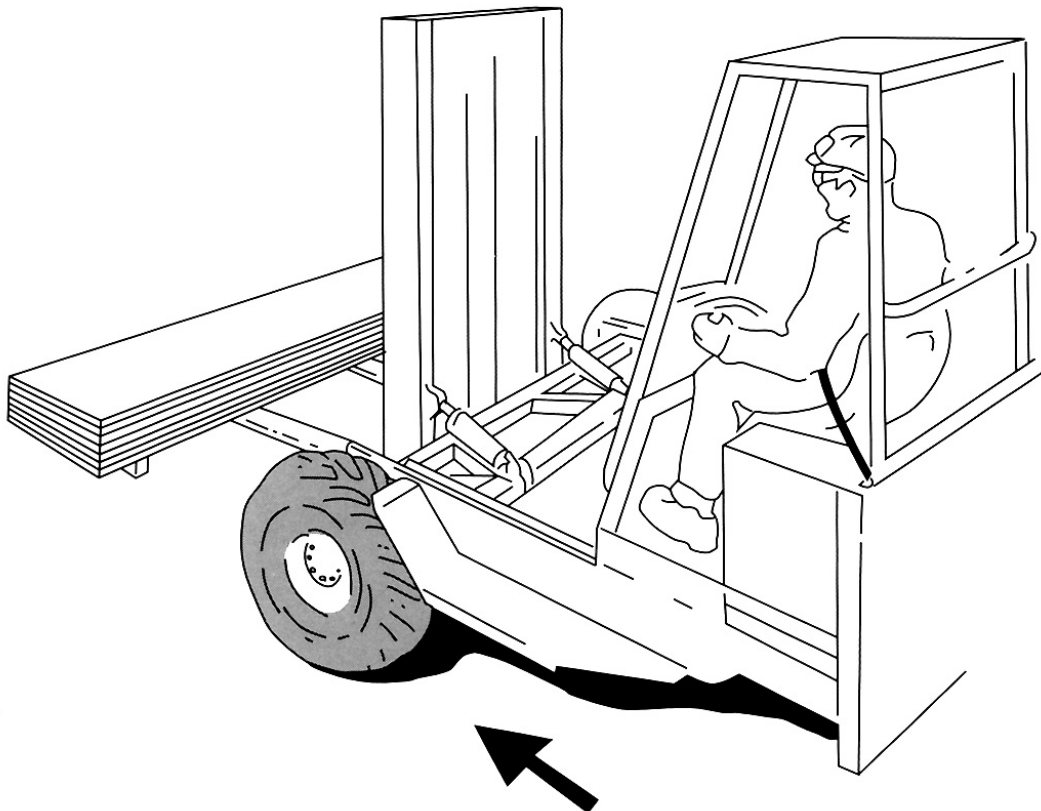


WIDE LOADS

A wide load is a load that will not fit between the front wheels and within the frame of the forklift. An example of a common type of wide load is timber products.

LIFTING A WIDE LOAD

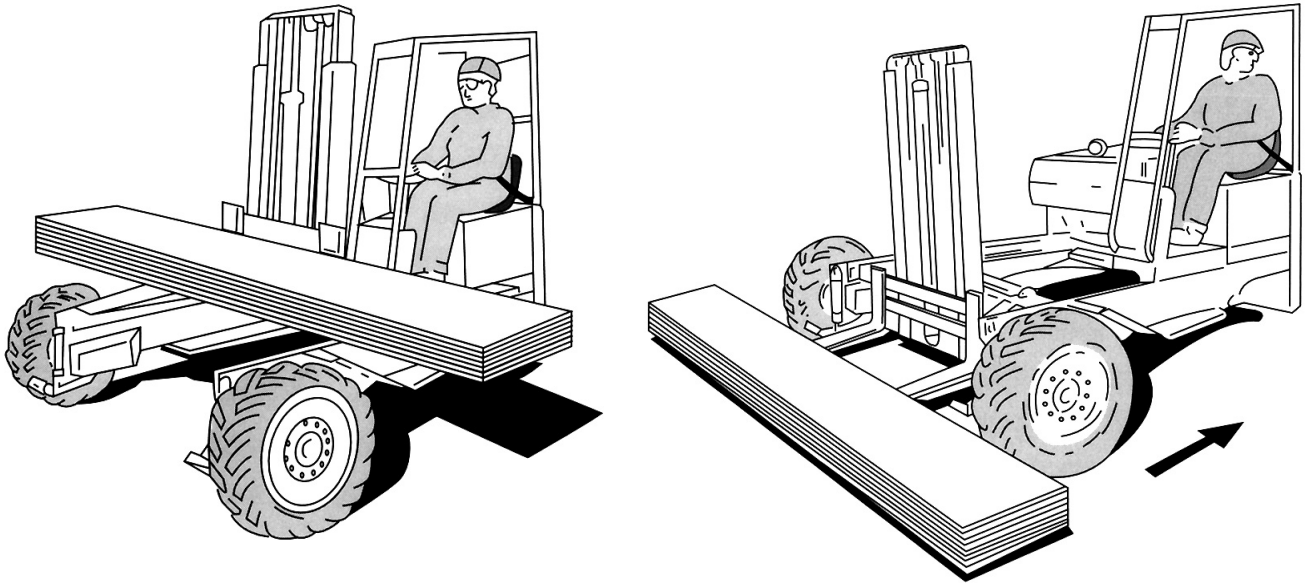
- Make sure the load to be lifted is stable and secure.
- Check the weight and load centre of the load to be lifted. If the weight is not marked or shown on the load, Check the weight of the load with your supervisor or have it weighed. If it is too heavy, split the load and restack it.
- Keep the mast fully extended.
- Space the forks to suit the load.
- Align the forks with the centre of the load, approach it squarely and drive into the load until the forks are fully engaged.
- Check that the surface is strong enough to support the stabilizers.
- Lower the stabilizers fully.
- Raise the load to clear the ground.
- Tilt the mast rearward to secure the load.
- Raise the load to clear the frame and wheels of the forklift.
- Side - shift the mast to the centre position.
- Retract the mast fully to bring the load above the front wheels.
- Raise the stabilizers fully.



WIDE LOADS CONTINUED

TRAVELLING WITH A WIDE LOAD

- Carry the load as low as possible above the side frames of the machine.
- Keep the mast fully retracted.
- Tilt the mast back.
- Do not side-shift the load while travelling or turning.
- Exercise caution when starting or stopping.
- Always look in the direction of travel.



PLACING A WIDE LOAD

- Check that the area is clear of debris.
- Approach the final position squarely.
- To align the load with the final resting position stop and side-shift it if necessary.
- Check that the surfaces is strong enough to support the stabilizers.
- Lower the stabilizers fully
- Extend the mast fully to clear the frame and wheels of the machine.
- Lower the forks to the ground.
- Tilt the mast slightly forward to deposit the load.
- Raise the stabilizers fully.
- Back up carefully.
- Drive away slowly facing the direction of travel, Keeping the mast extended fully.

CAUTION! When carrying wide loads your visibility may be blocked by the load. It may be safer to travel in reverse when moving such loads. you may require a signal person to guide you.

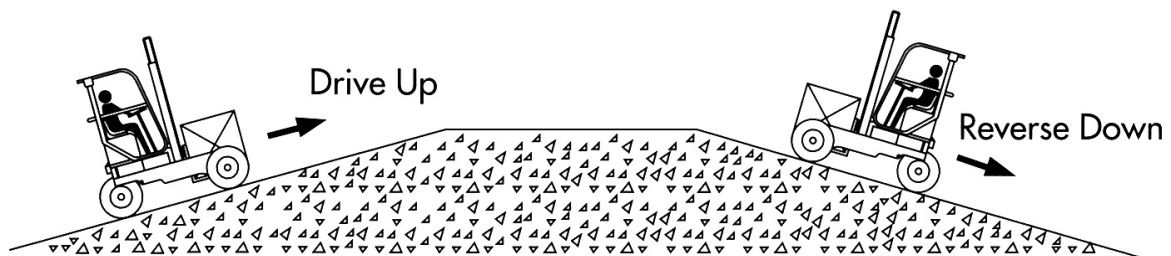
DO NOT REVERSE UPHILL

OPERATING ON INCLINES AND UNUSUAL GROUND SURFACES

- Do not travel across an incline
- **ALWAYS APPROACH AN INCLINE STRAIGHT ON AND TRAVEL UP AND DOWN THE INCLINE.**
- Keep the forks pointed uphill.
- Always travel in reverse when descending an incline.
- Do not turn on an incline.
- Never stop or start suddenly.
- Operate all controls smoothly.
- Watch out for potholes or other obstacles that could affect the stability of the machine.
- Drive slowly over rough terrain.
- Where necessary, engage the diff-lock and travel slowly for additional traction.
- Do not attempt to reverse down an incline that you think you would have difficulty driving up.

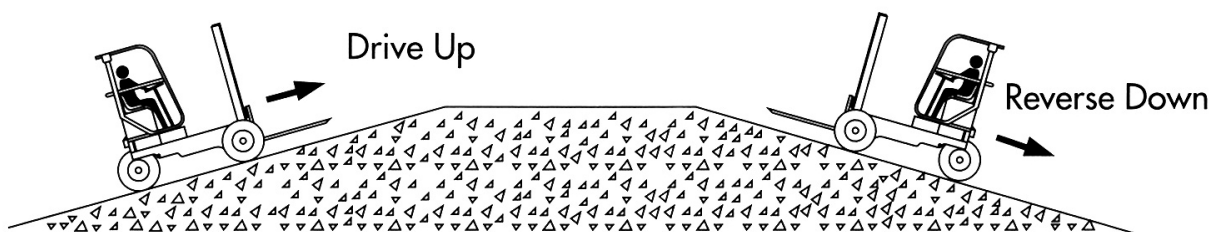
WHEN OPERATING WITH A LOAD

- Travel with the load and forks facing uphill.
- Make allowances for a reduction in both stability and lift capacity when operating on inclines.
- Always take great care when transporting wide loads on any incline. Carry the load as close as possible to the top frame of the machine.
- Keep the mast fully retracted.



WHEN TRAVELLING WITHOUT A LOAD

- Extend the mast fully and point the forks up hill on an incline.
- Keep the forks as low as possible.



Remember that your safety is most important and should not be compromised. You are the operator and you are in control of your safety. Do not take chances!

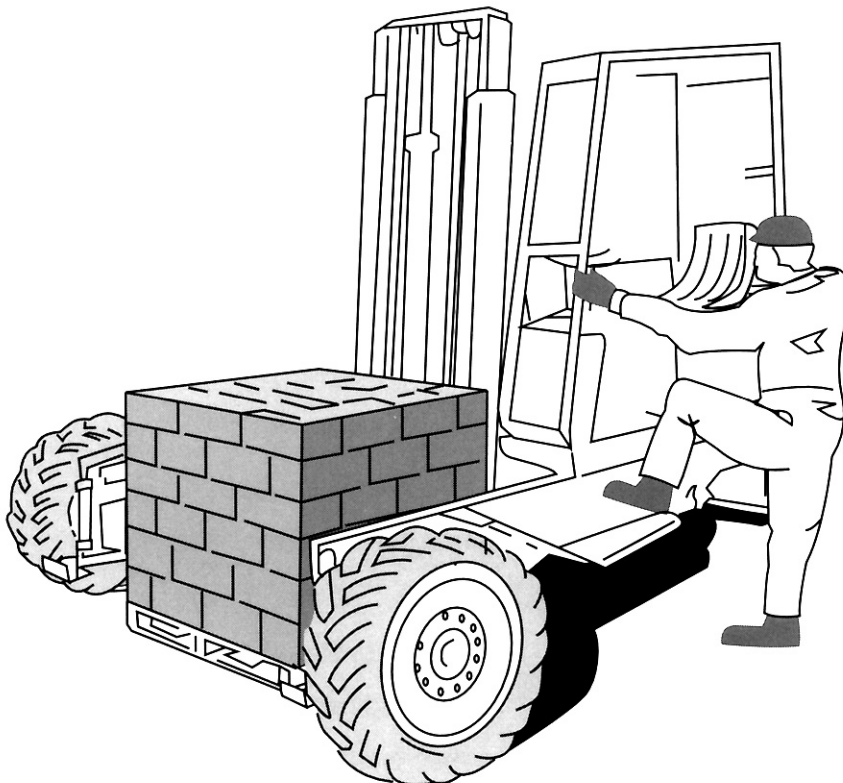
STOPPING/PARKING PROCEDURE

STOPPING

- Neutralise all hand control levers as well as the accelerator pedal and the forward / reverse pedal.
- Set the park brake to the “on” position.
- Switch off the ignition and remove the key.
- Release the seat-belt.
- Dismount using the 3-point contact method.

PARKING THE MOFFETT MOUNTY OR LEAVING IT UNATTENDED

- Always park the moffett mounty in a designated safe area.
- Lower the forks fully to the ground.
- Neutralise all controls.
- Set the park brake to the “on” position .
- Switch off the ignition and remove the key.
- Chock the wheels if the vehicle is on uneven ground.

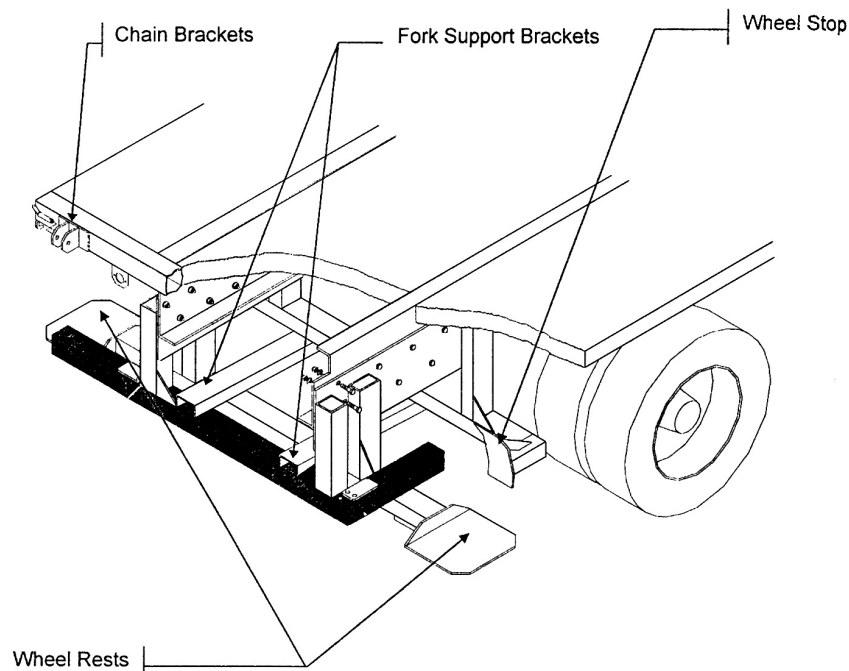


- ***If parking on an incline***, point the machine uphill, chock the front wheels and turn the rear wheels across the incline.

TRANSPORTING THE MOFFETT MOUNTY

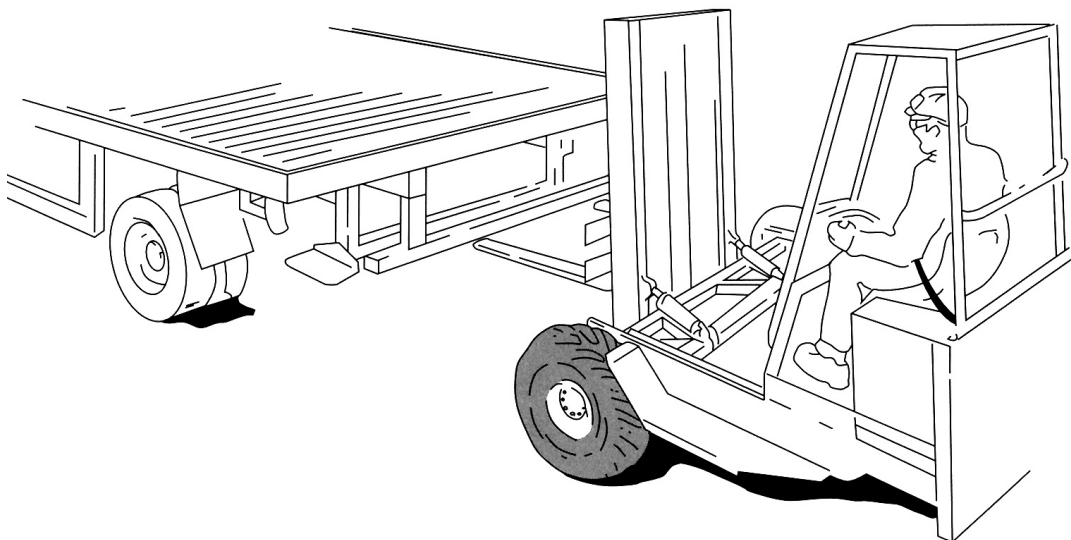
The Moffett Mounty is designed to be transported on the rear of a truck or trailer. A transport mounting kit has been fitted to your vehicle for this purpose.

During transport the front wheels of the Moffett Mounty rest on the “wheel rests” and against the “wheel stops” of the mounting kit. The actual weight of the machine is supported by the wheel rests and steel transport chains. The stop lights and directional signal lights of the truck or trailer are connected to the Moffett Mounty by means of an electrical cable (wiring pigtail).



MOUNTING THE FORK LIFT ON A TRUCK OR TRAILER

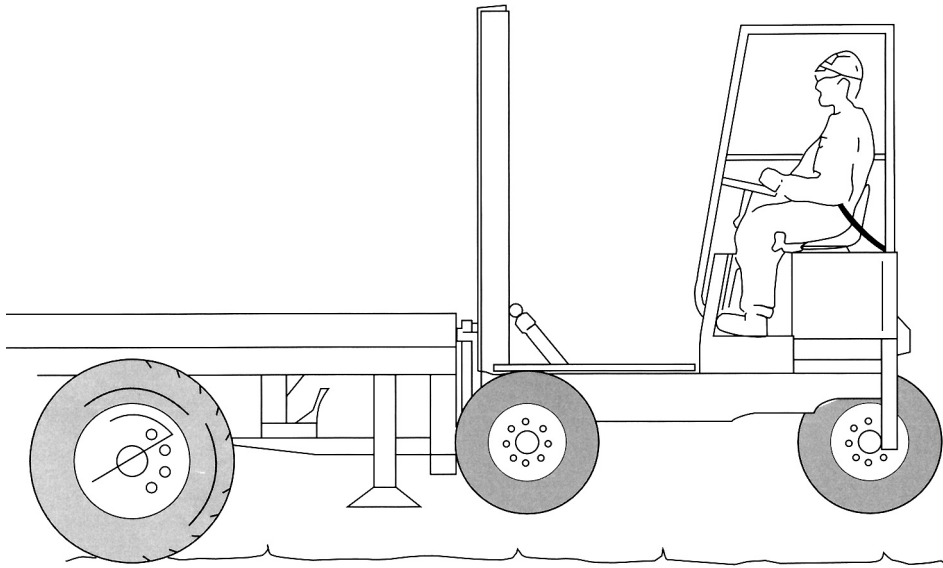
- Approach the rear of the truck / trailer slowly with the mast extended.
- If necessary, adjust the spacing between the forks.
- Drive slowly forward until the forks are fully engaged in the fork support brackets.
- Tilt the mast fully rearward to raise the wheel.



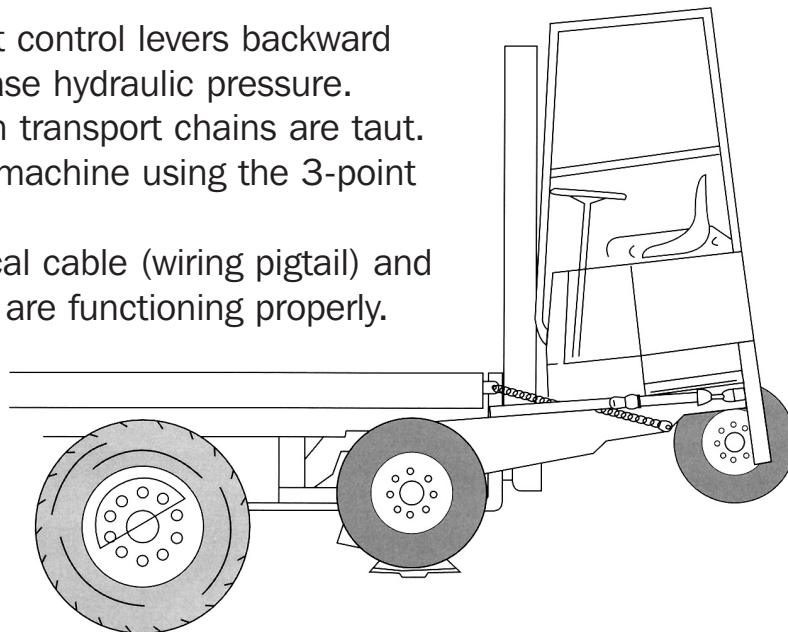
TRANSPORTING THE MOFFETT MOUNTY CONTINUED

MOUNTING THE FORK LIFT ON A TRUCK/TRAILER CONT....

- Lower the forks using the lift lever until the front wheels of the machine are sitting slightly higher than the wheel rests of the mounting kit.
- Make sure the front wheels of the machine can move freely into their sockets.
- Retract the mast fully to move the machine forward “into” the mounting kit until the front wheels make contact with the wheel stops. Use smooth movements.
- Turn off the engine.
- Dismount using the 3-point contact method, attach both transport chains securely to the rear of the trailer and put the pins in place.
- Climb aboard the machine using the machine using the 3-point contact method.



- Move the tilt and lift control levers backward and forward to release hydraulic pressure. Make sure that both transport chains are taut.
- Dismount from the machine using the 3-point contact method.
- Connect the electrical cable (wiring pigtail) and check that all lights are functioning properly.

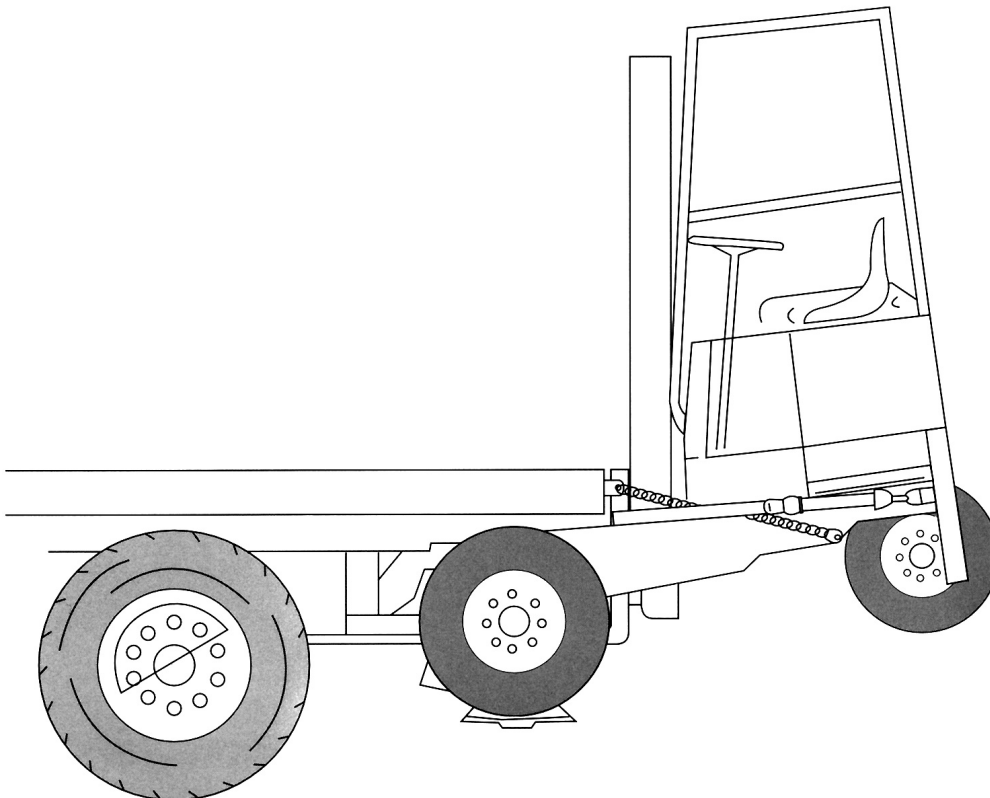


CAUTION! It is essential to release the hydraulic pressure as previously described so that the weight of the Moffett Mounty is carried by the mounting kit and chains and not by the mast. If not, damage will result from the forklift's weight resting on the mast.

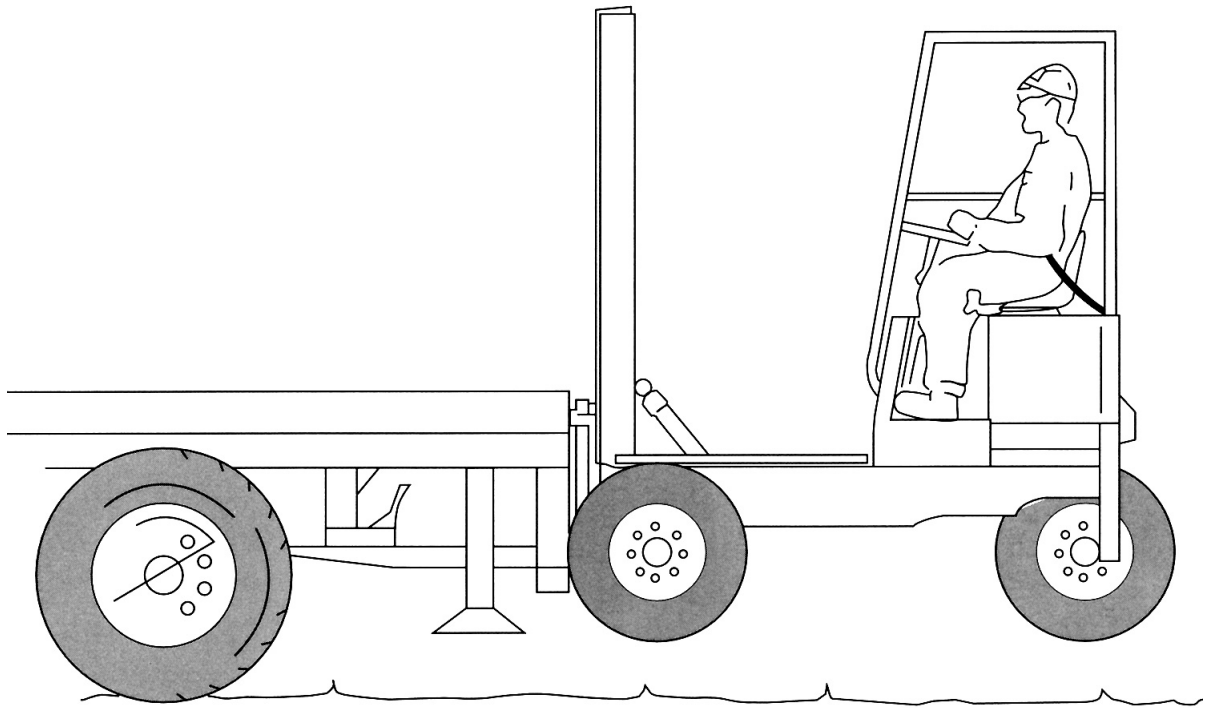
REMOVING THE LIFT TRUCK FROM A TRUCK/TRAILER

Disconnect the electrical cable (wiring pigtail) and store in a safe place.

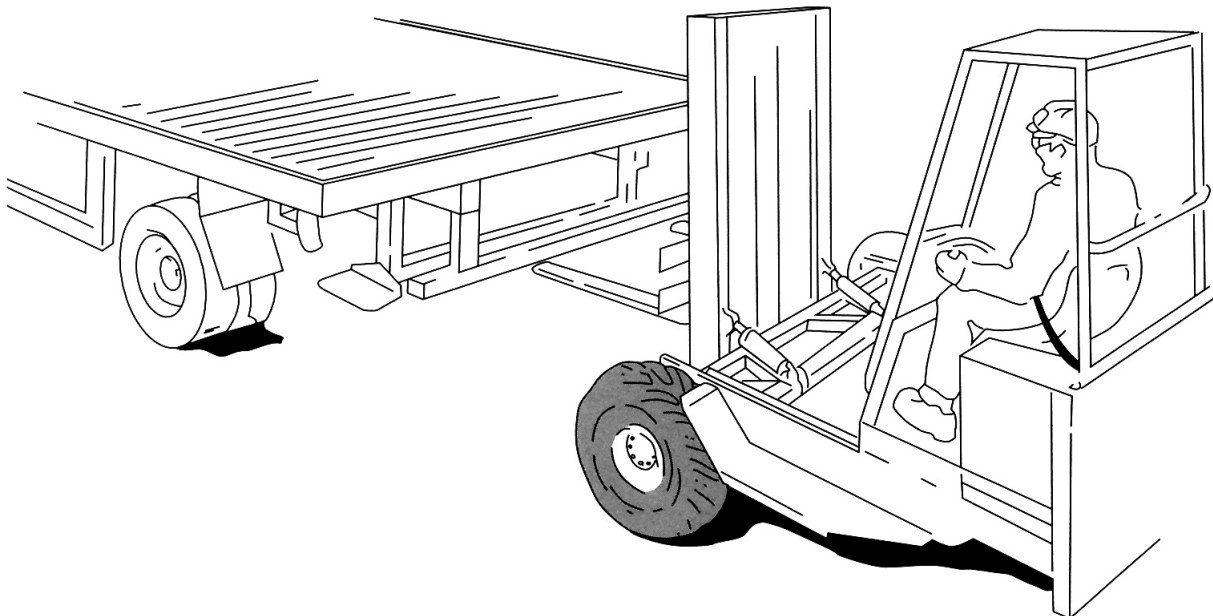
- Climb aboard using the 3-point contact method.
- Start the machine.
- The park brake must be in the “off” position.
- Raise the machine off the wheel rests by lowering the forks until the wheels clear the wheel rests.
- Tilt the mast fully rearward to lift the weight of the machine off the chains and on to the forks of the machine.
- Turn off the engine.
- Dismount using the 3-point contact method.
- Remove both slackened transport chains from the rear of the trailer and place them on the hooks provided.
- Replace the pins in the chain brackets.
- Climb aboard using the 3-point contact method.
- Fasten the seat belt.
- Make sure the wheels of the machine can move freely out of their sockets.
- Start the engine.
- Extend the mast slowly forward to move the machine backward out of the mounting kit.
- Raise the forks to lower the machine to the ground.
- Tilt the mast forward until the rear wheel touches the ground.
- Raise the forks slightly to take up the slack in the mast lift chains and to clear the fork brace.



REMOVING THE LIFT TRUCK FROM A TRUCK/TRAILER CONTINUED



- Back up slowly until the forks are fully clear of the forks support brackets.
- Lower the forks as low as possible, keep the mast extended fully and drive off, looking in the direction of travel.



RULES FOR SAFE TRANSPORTATION

If the fork lift is to be driven on public roads, be certain that all local and national laws and regulations are obeyed. Make sure all operating and directional signals are functioning and visible. Make sure any “Slow Moving Vehicle” sign is visible to all vehicles approaching from the rear if the law requires such a sign

When travelling on public roads or streets, obey all local traffic movement regulations. Approach intersections with caution, observe speed and traffic control signs. Do not speed. Avoid panic stops and sharp turns.

When transporting the forklift on a truck or trailer, know the overall height to avoid coming in contact with overhead obstructions such as bridges, power lines, etc.

Do not attempt to transport the Moffett Mounty on a truck or trailer that has not been equipped with a mounting kit and installed to Moffett specifications.

When carrying a Moffett Mounty truck - mounted forklift, make certain that your vehicle complies with the relevant national and local laws and regulations regarding maximum vehicle weight, axle loading, overall vehicle length and overhang.

NOTES

NOTES
